

**State of Utah, Department of Workforce Services
Wasatch North Regional Council Meeting Minutes
D.W.S. Ogden Employment Center, 480 27th Street
Wednesday, January 11th, 2006
7:30 A.M. to 9:00 A.M.**

Attendees:

Kathleen Alder
Cecily Davis for Brent Petersen
Commissioner Craig Dearden
Paul Evans
Melissa Freigang
Colleen Gudreau
Steven Hoellein
Randy Hopkins
Gary Knapp (Chair)
Jodi Lunt
Commissioner Carol Page
Colleen Gudreau
Cecil Robinson
Tommy Smith
Julie Snowball
Lynette Stevens
Karen Thurber
Toni Ure (Vice Chair)
Charlee Wallace

Alder & Associates
Davis Applied Technology College
Weber County Commission
Harmony Home Health & Hospice
Clearfield Job Corps Center
Hill Air Force Base
Felt Auto Parts
State of Utah, Department of Workforce Services
Enable Industries
Davis County School District
Davis County Commission
Hill Air Force Base
State of Utah, Juvenile Justice Services
State of Utah, Division of Rehabilitation
Weber State University
Council Member, Morgan County
Neighborhood Development Division
Chromalox
Manpower

Excused:

Sharon Anderson
Byron Beck
Pamela Clark (Past-Chair)
Larry Facer
Mike Hadley
David Peterson
John Petroff
Mike Valdez
Randy Welsh
Kathy Worley

Family Connection Center
Browning, Morgan County
Family Support Center of Ogden
Plumbers Local 348
Wells Fargo Bank
Ogden-Weber Applied Technology College
J.P.'s #1 American Car Care
Valdez Machining
Utah Transit Authority
Ogden Clinic

Department of Workforce Services Staff:

Lesnie Foster
Andrea Graham
Debbie Herr
Gary Kennison
Kathleen Leiker
Debby Nordfelt
Cory Olson
Greg Paras
Carrie Peterson
Andrea Sutton
Dax Teuscher
Koral Vasquez
Susan Wright

Employment Counseling Program Specialist
Ogden Eligibility Service Center Manager
Regional Program Manager
Business Services Program Specialist
South Davis Employment Center Manager
Business Consultant
Business Consultant
Roy Employment Center Manager
Administrative Secretary
State Trade Coordinator
Business Consultant
Ogden Employment Center Manager
Regional Council Liaison

1. **Welcome**

Gary Knapp, Wasatch North Regional Council Chair, called the meeting to order and welcomed all Council members, and Department of Workforce Services (D.W.S.) staff to the meeting.

Gary introduced three new Regional Council members:

1. Melissa Freigang - Clearfield Job Corps Center.
2. Jodi Lunt - Davis County School District.
3. Charlee Wallace – Manpower.

The quorum for the meeting was established with sufficient attendance of voting council members to carry action items and motions.

2. **Consent Calendar Action Items**

Gary Knapp called for a motion to approve the minutes from the August 3rd, 2005 meeting.

Action: Craig Dearden made the motion, Melissa Freigang seconded, and the Council unanimously approved the meeting minutes.

3. **Task Force Reports**

A. Community Building and Families

Kathy Leiker, South Davis Employment Center Manager, reported that the task force last met in September, and there was nothing to report at this time.

B. Training Employers and Marketing Task Force

Toni Ure, Co-Chair, reported that the Task Force is scheduled to meet in February. The goal of the meeting will be to address the career lattice concept.

C. Facilities Task Force

Kathleen Alder, Facilities Task Force Chair, reported the task force conducted a meeting on January 5th. The Task Force reviewed the North Region Facilities Decision-Making Process and Long Term Projections. The minutes from the Facilities Task Force meeting and a Summary of the Facilities Action Plan were distributed to the Council members.

Action: Craig Dearden made the motion, Steve Hoellein seconded, and the Council unanimously approved the Facilities Task Force report.

4. **Regional Youth Council Report**

Cecil Robinson, Youth Council Chair, provided a report of the September 6th meeting.

The Utah Construction Career Days Event was held September 27th – 29th at the Utah State Fair Park. The purpose of the event was to introduce high school students to the career opportunities and unlimited potential for advancement within the construction industry. Economists have projected construction as one of the fastest growing industries and have projected a 3.4% growth rate from 2002 – 2012. The local school districts that participated in the event were located in the Mountainland, Central, and North regions.

The Youth Council reviewed the Futures Through Training (F.T.T.) Program update and the Workforce Investment Act (W.I.A.) Youth Progress report. F.T.T. has been asked to attend the Youth Council meetings to provide reports on the youth success stories. Lesnie Foster, D.W.S. Program Specialist, provided a report on the W.I.A. Youth Performance Outcomes.

The Regional Youth Council reviewed the W.I.A. Youth Services Priority Point System. F.T.T. was given a few months to adjust to the new priority system. The new priority system was included in the Council meeting packets.

Youth will need to meet income criteria to be eligible to the program. During the State Youth Council meeting in July, changes were made to the strategic vision for youth as guidance in running the program. The DOL has asked the States to pay more attention to the following:

- Alternate education
- The neediest youth, "youth at risk"
- Target industry
- Performance outcomes

The DOL wants DWS to focus on the "youth at risk" group, including:

- Migrant Youth
- Aged out of Foster Care at 18
- Child of Incarcerated parent
- Youth Offenders
- Youth in Foster Care

F.T.T. has had 443 cases active since October 13th. Currently, 71 youth are in follow-up status.

Information is provided on how many youth are in school and how many youth are out of school. F.T.T. is providing incentives for the youth who are successful in school.

D.W.S. is working with F.T.T. to help them meet the federal benchmarks. Lesnie Foster, has been working the F.T.T. to train staff on how to meet the outcomes.

Jan Zogmaister has resigned from the Youth Council. Cecil noted the Youth Council's appreciation of all of the work she has provided to the State Youth Council and the Wasatch North Regional Council since 1997. If anyone is interested on participating on the Youth Council to replace Jan Zogmaister, they can contact Cecil.

Melissa Friegang reported that the Clearfield Job Corps is working with F.T.T. to recruit W.I.A. Youth.

***Action:** Steve Hoellein made the motion to vote to approve the Youth Council's report. Commissioner Carol Page seconded the motion, and the Council unanimously approved the report.

***Motion:** Commissioner Carol Page made a motion for the Wasatch North Regional Council to send a letter of appreciation to Jan Zogmaister for all of her contributions. Craig Dearden seconded, and the Council unanimously approved the motion.

5. **State Council Report**

Gary Knapp provided an overview of the State Council Meeting held October 13th.

The State Council is targeting programs to help find employment for people with disabilities. Gary noted that Charlee Wallace of Manpower serves as the Chair of the Governor's Committee on Employment of People with Disabilities.

The challenges for the Employment and Training Committees will be trying to match D.W.S. training and services with customers. They are looking at partnering with the schools to educate junior and senior students of the D.W.S. employment and training services that are available.

Tani Downing, D.W.S. Executive Director, acknowledged D.W.S. staff for their efforts in assisting evacuees at Camp Williams and in the Employment Centers. D.W.S. volunteered to assist with FEMA

efforts. D.W.S. organized a job fair with twenty-five participating employers. Forty-five job offers of employment were received that day.

The Department of Health and Human Services (D.H.H.S.) awarded D.W.S. with a \$25 million dollar bonus for reducing out-of-wedlock teenage pregnancy. D.H.H.S. also awarded D.W.S. a \$3.7 million dollar high-performance bonus for achieving TANF goals. This is the sixth time Utah has received a high performance bonus. D.W.S. received a \$567,000 Food Stamp Accuracy Bonus, which made Utah fourth in the nation. D.W.S. also received recognition for the Transition-to-Adult Living (TAL) program.

Council members were referred to the minutes included in the meeting packets for further review.

Gary is attending the State Council Meeting on January 12th. He will report at the Council meeting scheduled in March 8th.

6. **Regional Director's Update**

Randy Hopkins acknowledged and thanked all Wasatch North Regional Council members for their support of the task forces and the full Council.

The North Region has substantially improved their Q.C. accuracy rate; the cumulative year-to-date for fiscal year 2004-2005 is 98.46% (pending final release of the State F.S.Q.C. report). The previous cumulative year-to-date for fiscal year 2003-04 was 96.64%. The North Region effectively administered \$58,229.00 in food assistance correctly and had only \$894.00 in error. The North Region has achieved 5 months of 100% QC accuracy. Randy commended the Managers, Supervisors, Line-staff, and the Regional Program Team for their concerted effort to improve our accuracy rate.

To meet the Governor's plan to identify efficiencies in State Government, D.W.S. Management is looking at ways to provide services to customers in a more cost effective way. As a result, the Ogden Eligibility Service Center created an eligibility intake team as a pilot project for the State. The intake team specialized in completing supportive services intakes and issuing expedited food stamps on a same-day basis. Intake team members will become experts at the intake process thereby increasing efficiency. Currently, the Department is requesting a waiver that will no longer require the face-to-face requirement for the programs. Staff are using the "voice over I.P." connection which will allow staff working in the E.S.C. to process the initial intake for customers. Randy reported that it is expected that the change with the intake processes will afford many efficiencies for the Department. As the pilot was successful, an initial intake team will be established at the Ogden E.S.C. Randy will keep the Council informed of the on-going success expected with this change.

7. **Careers.utah.gov Presentation / Website Update**

Gary Kennison, D.W.S. Business Consultant, reported that the website has been updated to allow employers to "flat file" job orders. D.W.S. will keep a record of the employer's job description on the webpage. Gary asked the Council members to contact him if they are interested in learning more about the "flat filling" as a Human Resources tool for their companies.

8. **Ready- to-Work Presentation**

Andrea Sutton, D.W.S. State Trade Coordinator, provided a presentation on the Ready-to-Work Program. The program has been designed to send employers employees who have a training certificate for completing work readiness skills training. Core requirements have been developed for the work readiness courses. A pilot of the program was conducted at Salt Lake Community College and the Salt Lake / Tooele Applied Technology College. The curriculum and core requirements will be presented to the Councils who will be asked to review and consider approving the program for their regions.

The "Ready to Work Employment Survival Skills", an overview of the course, was included in the meeting packets for the Council's perusal.

D.W.S. is working to develop a similar program in the North Region. Andrea commented that the support of the Council would help the program be successful. She recommended that the Council develop a Task Force to work with the A.T.C.s to develop a curriculum that will be available. D.W.S. would then work with partner agencies and start referring customers. D.W.S. intends to use training dollars for the program. D.W.S. customers, who show poor attachment to the workforce, could be referred to the program, to provide them with the necessary work readiness skills.

Andrea reported that Adult Education is working to incorporate the program into their curriculum.

Andrea will be available to help the Council by providing a list of the training providers who have expressed interest in the program. D.W.S. staff will be available to help the Council and assist them in starting the Task Force.

Toni Ure proposed asking employers sponsor the program in the high schools. She recommended using the course as a recruiting tool, and then employers could give the applicants special consideration if they have completed the course.

Melissa Freigang reported that Clearfield Job Corps provided an eight-week work readiness program. Students who are 18 to 24 year olds can be enrolled into the program. This would allow other D.W.S. customers to be served. The Clearfield Job Corps would like to enroll more Utah students.

Andrea recommended "tweaking" the Clearfield Job Corps Program to meet the same requirements as the D.W.S. work readiness program.

Andrea noted that Davis Area Applied Technology College, and the Ogden Weber Applied Technology College are prepared to initiate the program upon Wasatch North Regional Council's recommendation.

Cecil Robinson suggested using the program as an available option of training for the youth transitioning from foster care.

***Motion:** Steve Hoellein made a motion that the Council work to initiate the Work Readiness Program in the North Region. Melissa Friegang seconded, and the Council unanimously approved the motion.

***Action:** The Work Readiness Program will be scheduled as an agenda item for the Wasatch Training, Employers, and Marketing Task Force meeting scheduled February 8th.

9. **Other Business**

Gary Kennision provided an overview of the following North Region events:

D.W.S. North Region staff have been involved in helping the Davis Applied Technology College develop a Commercial Driver's License (C.D.L.) Training program.

A meeting was held between D.W.S. and Clearfield Job Corps to discuss the new aerospace manufacturing curriculum available to Job Corps students.

The Non-Traditional Occupations for Women (N.O.W.) event will be offered January 12th, 8:30 a.m. to 12:45 a.m. The event will be co-sponsored by Department of Workforce Services and the Davis Applied Technology College. It will highlight occupations that women have not traditionally consider when making education and career choices. The event will focus on Welding, Machinist, Automotive

Technician, Diesel Technician, and Composite Material Technician career opportunities. Twenty-two employers will set-up booths for the job fair that will be conducted in the afternoon. Gary recommended that the Council members direct their staff and people they know in the community to the event. A similar event will be offered at the Ogden Weber A.T.C. within the next few months.

10. **Public Comment**

No general public representatives or non-members of the Regional Council attended the meeting.

11. **Adjourn**

The meeting was adjourned at 9:15 a.m.